

DA Boards Volunteer Selection Process: Steps to volunteer for a DA Board and the steps taken by NGB for Board member selection and member notification

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Navigate to volunteer page on Guard Knowledge Online (GKO)	Board Member candidate navigates to the volunteer page on GKO website.	GKO Website Volunteer Page			
2	Read acknowledgement page	Board Member candidate clicks "Continue" on home page and reads the acknowledgement page to make sure that they meet the minimum requirements to participate on a DA Board.				
3	Fill in required fields	Board Member candidate clicks on the icon to start the application process and fills in the required fields to participate on the Board.	AR 600-9	Board Volunteers Database Form DA Form 705		Required Fields: Name, Rank, State, Gender, Race, Clearance, Clearance Status, Branch, MOS, MRD Date, Gstaff (T10 AGR), Functional Area, Current Assignment, Been deployed?, Meet IAW AR 600-9?, Have current DA Form 705?, Email address, Phone, Comments, and Past Board Membership

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4	Upload forms (Board Volunteers Database)	Board Member candidate submits the required forms by following the onscreen prompts.		Bio DA Form 2-1 Enlisted Record Brief (ERB) Officer Record Brief (ORB)	Board Volunteers Database	
5	Send Board Requirements	Human Resources Command (HRC) sends Board requirements to HRP-R Boards Section via PDF email attachment.				
6	Receive Board Requirements	HRP-R Boards Section receives Board requirements from HRC via email attachment.				
7	Query possible members (Board Volunteers Database)	60-90 days before each Board, HRP-R Boards Section queries potential Board candidates via the Board Volunteers Database per the Board Requirements.			Board Volunteers Database	
8	Meet Board requirements?	HRP-R Boards Section determines if the pool of applicants is satisfactory and meets the Board requirements.				
9	Query possible members (TAPDB-G)	If HRP-R Boards Section determines that the pool of applicants is not satisfactory, HRP-R Boards Section queries additional possible candidates in Total Army Personnel Database-Guard (TAPDB-G).			TAPDB-G	

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10	Contact possible members	When the pool of applicants is satisfactory, HRP-R Boards Section contacts potential Board members and receives a yes or no response until Board membership requirements are met. Contact is made first through email and then followed up by phone calls. HRP-R Boards Section also requests submission of required forms upon member accepting mission.		Bio (for Generals) DA Form 2-1 or ORB (for LTC/COL) DA Form 5500/5501 DA Photo MEDPRO Statement TAG Letter		
11	Accept mission?	Board Member candidate chooses to accept or reject the mission to serve on the Board from HRP-R Boards Section.				
12	Submit required forms	Board Member candidate submits the required forms and appropriate documents to HRP-R Boards Section required for Board membership via email.				
13	Receive information	HRP-R Boards Section receives Board Member candidate information.				
14	Meet Board requirements?	HRP-R Boards Section ensures the Board Member Candidate still meets the Board requirements.				
15	Send Nomination Letter for approval	HRP-R Boards Section compiles the Nomination Letter to include all nominated Board Members and sends to HRP Division Chief for signature.				

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16	Receive and approve Nomination Letter	HRP Division Chief receives the Nomination Letter from HRP-R Boards Section, approves Board Member nomination, returns the document to HRP-R Boards Section for submission to HRC.				
17	Send Nomination Letter and Packet for approval	HRP-R Boards Section receives the HRP Division Chief-approved Nomination Letter and forwards to HRC for signature via email PDF attachment. A packet of the Board Member's forms is also sent.				
18	Receive documents	HRC receives HRP-R Division Chief approved Nomination Packet containing the Nomination Letters and forms from HRP-R Boards Section.				
19	Approve nomination?	HRC approves or denies the mission based on HRC standards. If denied, more candidates must be found.				
20	Ask to find more candidates	If candidates are denied, HRC asks HRP-R Boards Section to find more Board Member candidates.				
21	Send Request for Orders (RFO) template	If candidates are approved, HRP-R Boards Section sends RFO template via email to Board Member.				There are two different RFO templates: M-Day and AGR.
22	Complete RFO	Board Member completes RFO and returns it to HRP-R Boards Section via email.				
23	Receive and forward RFO	HRP-R Boards Section receives completed RFO and forwards it to the HRP-R Budget Officer.				
24	Receive RFO	HRP-R Budget Officer receives the completed RFO from HRP-R Boards Section.				
25	MDay or AGR Soldier?	HRP-R Budget Officer determines if Board Member is Title 10 or Title 32 AGR, or Title 32 MDay.				

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26	Create Memo for Travel Authorization (TA)	If Board Member is MDay, HRP-R Budget Officer creates a Memo for TA from the RFO with specific instructions for the type of orders to be cut.				States will be asked to cut pay allowance and travel orders.
27	Approve Memo for TA	HRP-R Division Chief signs the Memo for Authorization and returns it to HRP-R Budget Officer.				
28	Send approved TA and RFO	HRP-R Budget Officer sends approved Memo for Authorization on Board Member to State G1/USPFO.				
29	Cut and send orders	State G1/USPFO cuts and sends orders via email for the Board Member.				State cuts pay allowance and travel orders.
30	Approve RFO	HRP Division Chief signs RFO and returns it to HRP-R Budget Officer.				
31	Email Soldier approved orders	HRP-R Budget Officer sends approved RFO to Board Member.				
32	Soldier in DTS?	HRP-R Budget Officer determines if Board Member is in the Defense Travel System (DTS)? If they are not, Board Member follows the protocol contacts HRP-R Budget Officer to create account.			DTS	
33	Create DTS account for Soldier (DTS)	If Soldier is not in DTS, HRP-R Budget Officer creates a DTS accounts for the Soldier.			DTS	
34	Send email requesting to fill out DTS information	If Board Member is in DTS, HRP-R Budget Officer sends an email to Board Member requesting that he/she fills out the required DTS information.			DTS	
35	Fill out TA (DTS)	Board Member receives the email from HRP-R Budget Officer and fills out Travel Authorization (TA) in DTS.			DTS	
36	Email HRP-R Budget Officer to change Line of Accounting (LOA)	Board Member emails the HRP-R Budget Officer to prompt the change of the LOA in DTS.			DTS	

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37	Change LOA (DTS)	HRP-R Budget Officer changes the LOA for the Soldier in DTS.			DTS	
38	DTS orders get approval through Chain of Command (DTS)	Board Member receives approval by submitting DTS orders through their normal Chain of Command.			DTS	
39	Receive orders and forward	Board Member receives orders from State G1/USPFO and forwards a copy to HRP-R Boards Section.				
40	Receive copy and forward additional copies	HRP-R Boards Section receives copy of orders from Board Member and forwards additional copies to HRP-R Budget Officer and HRC.				
41	Receive copy of orders	HRP-R Budget Officer receives a copy of Board Member's orders from HRP-R Boards Section.				
42	Receive copy of orders	HRC receives a copy of the Board Member's orders from HRP-R Boards Section.				